UNCLASSIFIED RESTRICTED CONFIDENTIAL SECRET

(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)

Approved For Release 2005/11/21 : CIA-RDP70-00211R000300220008-5

CENTRAL INTELLIGENCE AGENCY

OFFICIAL ROUTING SLIP

TO		INITIALS	DATE
1	Chief, Records Management and Distribution Branch		
2			
3			
4			
5			
FROM		INITIALS	DATE
1	Chief, Administrative Services	[signature]	12-11-51
2			
3			

☐ APPROVAL	☐ INFORMATION	☐ SIGNATURE
☐ ACTION	☐ DIRECT REPLY	☐ RETURN
☐ COMMENT	☐ PREPARATION OF REPLY	☐ DISPATCH
☐ CONCURRENCE	☐ RECOMMENDATION	☐ FILE

REMARKS: This is the form of letter which I would like to have you prepare for each Assistant Director in accordance with my memorandum of 28 November 1951, and this should be repeated each week wherever the last deposit has been for a period of thirty days or longer.

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SECRET CONFIDENTIAL RESTRICTED UNCLASSIFIED

FORM NO. 30-4
SEP 1947

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Comptroller – Quarterly

Audit – Nme

~~Security 24 Sept.~~ ✓

Medical 6 Oct ✓

~~Dir~~

O.P.C 26 Oct. ✓

O.L.C 14 Oct ✓

~~Personnel 14 Oct.~~ ✓

~~Training 12 Sept.~~

~~Dir. Off~~

Memo to the following

2. One Rec'd, OSO Deposited the following which, pending a more accurate [illegible] 8 Boxes of Foreign Government documents.

9 Packages of miscellaneous comprising several hundred thousand filmed documents.

4.4.

MTM:mmq
MTM:mmq

8

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CIA Operating Procedure

VITAL MATERIAL PROGRAM

STAFF MATERIAL

Appendix A
Chart 1

DEPUTIES (AND ASSISTANTS)	MANAGEMENT	GENERAL COUNSEL	INSPECTION & SECURITY	OSO	OPC

(List of Vital Materials to be supplied.)

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SECRET

CIA Operating Procedure

VITAL MATERIAL PROGRAM

OPERATIONAL MATERIAL

Appendix A
Chart 2

OCD	ORR	ONE	OIC	OCI	OSI

(List of Vital Materials to be supplied.)

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CIA Operating Procedure

VITAL MATERIAL PROGRAM

ADMINISTRATIVE MATERIAL

Appendix A
Chart 3

SERVICES	FINANCE	MEDICAL	PERSONNEL	PROCUREMENT	TRAINING

(List of Vital Materials to be supplied.)

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